School Administrative Officer

Closing date: Wednesday 4th November 2026 at midday

Contract/Hours: 35

Salary Type: Support Staff - Permanent

Salary Details: Grade D

Hours of Work: 08:30am - 4:00pm term time plus 1 week

Location of Role: Vernham Dean, Andover

Contact e-mail address: adminoffice@vernhamdeangillums.hants.sch.uk

About the Role

At Vernham Dean School, we pride ourselves on fostering a warm, welcoming, and supportive community where every child and staff member is valued. As the sole member of our office staff, the Administration Officer is the heart and hub of our school family. This is a vital, hands-on role requiring a proactive, versatile, and highly organised professional who thrives on variety and independence.

You will lead the day-to-day operation of the school office - serving as the welcoming face for visitors, families, and pupils while taking ownership of the school budget, financial administration, and core operational tasks.

To support the wider running of the school day, this role includes lunchtime cover and offers additional paid opportunities to assist with our after-school wraparound care and serve as Clerk to the Governing Body.

Key Responsibilities

School Office Management

- **First Point of Contact:** Serve as the primary receptionist, answering telephone calls, managing the school inbox, and greeting parents, visitors, contractors, and inspectors.
- **Pupil & School Data:** Maintain accurate pupil records via the school management system (Arbor), managing admissions, leavers, and daily attendance register tracking.
- **General Administration:** Handle day-to-day correspondence, file management, incoming/outgoing post, and general office organizing to ensure a smooth school environment.
- **Communication Hub:** Prepare and distribute school newsletters, parent communications, permission forms, and event announcements.

Financial & Budgetary Management

- **Budget Ownership:** Oversee and manage the daily school budget in close consultation with the Headteacher and Governing Body.
- **Financial Processing:** Manage purchase orders, invoice payments and credit card reconciliations using the school finance system.
- **Fund Tracking:** Monitor income and expenditure, track specialized funding (such as Pupil Premium and Sports Premium), and support end-of-month and financial year-end processes.

Compliance & Safeguarding Support

- **Visitor Management:** Ensure all visitors follow safeguarding protocols, checking DBS credentials, maintaining sign-in logs, and issuing visitor badges.
- **Single Central Record (SCR):** Maintaining staff and volunteer recruitment checks on the SCR.

- **Health & Safety Admin:** Assist with recording first aid incidents, managing office first aid supplies, and coordinating maintenance contractors on-site.

Person Specification (What We Are Looking For)

- **Experience:** Previous experience working in a school office or busy administrative environment, with demonstrated experience in financial/budget management.
- **Technical Skills:** Proficiency in school management software (SIMS, Arbor, or similar) and financial management systems (FMS or equivalent), alongside strong Microsoft Office/Google Workspace skills.
- **Communication:** Exceptional verbal and written communication skills with a warm, professional, and empathetic tone.
- **Safeguarding Awareness:** A strong understanding of confidentiality, data protection (GDPR), and safeguarding procedures in a school setting.

What We Offer

- A supportive, friendly, and welcoming school community.
- Opportunities for professional development and training tailored to school finance and administration.
- Local Government Pension Scheme membership.

Application Procedure

Visits to the school are welcome during the school day. Please contact the school office on 01264 737241 or email adminoffice@vernhamdeangillums.hants.sch.uk to arrange an appointment.

Please visit our website for more information about our lovely school www.vernhamdeangillums.hants.sch.uk

Standard Hampshire County Council application forms (please note we do not accept CVs) should be completed and emailed to the email address above by midday on Wednesday 4th November 2026. Shortlisting will take place on Thursday 5th November, and shortlisted candidates will be contacted shortly thereafter. Interviews will take place w/c 9th November 2026.